



Chicago Metropolitan Agency for Planning

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Policy & Programming Associate Policy Analyst (APA42017) April 21, 2017

Job Category: Associate
Experience Required: Minimum 2 years
Salary Range: \$54,000 to \$66,933

The Chicago Metropolitan Agency for Planning (CMAP) is seeking to hire an Associate Policy Analyst to conduct research and analysis related to development of the region's next long range, comprehensive plan. CMAP is our region's official comprehensive planning organization. The agency and its partners are developing ON TO 2050, a new comprehensive regional plan to help the seven counties and 284 communities of northeastern Illinois implement strategies that address transportation, housing, economic development, open space, the environment, and other quality-of-life issues. See www.cmap.illinois.gov for more information, and details regarding benefits are at www.cmap.illinois.gov/about/careers#benefits.

Position Description

The ideal candidate for this position will demonstrate a broad base of knowledge about the interactions between infrastructure, land use, public policy, and overall regional economic development. This position will contribute to development of ongoing efforts including ON TO 2050, a regional freight plan, and assist in other policy analysis. Following the adoption of ON TO 2050 in October 2018, the policy analyst will assist in research and analysis related to the plan's implementation. Tasks will include managing research, collecting and analyzing data, producing reports and issuing briefs, and regular communication and coordination with the agency's partners. This position also monitors and provides direction regarding federal, state and local public policy.

Across these projects and tasks, the policy analyst will be expected to emphasize the recommendations of GO TO 2040 and the refinements identified for ON TO 2050. Preference will be given to those who possess strong technical skills with strengths in managing research and collecting and analyzing data, and communicating these findings to a broad range of audiences. All candidates should demonstrate an interest in the complex challenges addressed by long range planning.

Responsibilities

- **Manage or support agency projects** that analyze transportation, freight, land use, infrastructure, economic, and other relevant public policy issues facing northeastern Illinois and identify regional scale challenges and opportunities.
- **Collect and analyze data** on transportation, demographic, land use, economic, and other regional trends. The applicant should have strong quantitative skills, and a creative approach to problem solving.

- **Write reports, policy updates, and issue briefs** that explain data trends, synthesize qualitative analysis, and relate their potential impact on changes in federal, state, or local public policy.
- **Engage stakeholders** through project-specific interviews, presentations to relevant CMAP committees, and participation in regional groups, where appropriate.

Knowledge, Skills and Abilities

- Demonstrated understanding and/or interest in the complex connections between transportation, development, public policy, and the metropolitan economy.
- Ability to apply empirical evidence toward practical purposes, superior research and quantitative skills, and take creative approaches to problem solving.
- Excellent writing skills and the ability to communicate effectively on issues of public policy and planning.
- Ability to manipulate and analyze large data sources in spreadsheets, databases, and GIS, as well as the ability to generate findings from these data and communicate results to a non-technical audience.
- Demonstrated ability to lead complex research projects and produce reports and issue briefs that are factual, original, compelling, and persuasive.
- Strong communication and interpersonal skills and an ability to complement existing projects via independent or team-based work.
- Ability to manage consultant-led projects ensuring that work meets CMAP's expectations for quality, and adhere to timelines and budgets, as assigned.
- Familiarity with the governance structure in Northeastern Illinois is desired.

Education and Experience

An undergraduate degree in Public Policy, Economics, Public Administration, or a related field is required; Master's strongly preferred. A minimum of two years of relevant prior work experience in a related field is required. Proficiency with Microsoft Office Suite, with adaptability to other software. Demonstrated skills with microcomputer databases, spreadsheets, and Arc/GIS geographic information systems.

How to Apply

Please submit cover letter, résumé, and writing sample via the web at www.cmap.illinois.gov/about/careers. Please refer to **Job Code (APA42017)**.

Posting End Date

This posting will close on **May 21, 2017** at 5:00 p.m. CDT. All applications must be completed and submitted within that timeframe.

The Chicago Metropolitan Agency for Planning is an Equal Opportunity Employer.